



U.S. DEPARTMENT OF ENERGY

Senior Executive Service

Employment Opportunity



ANNOUNCEMENT NUMBER: NETL-06-32

OPENS: 07/24/06

CLOSES: 09/07/06

TITLE, SERIES: Director, Office of Research & Development,
ES-801/1301

SALARY RANGE: \$109,808.00 to \$152,000.00 per annum

ORGANIZATION: National Energy Technology Laboratory
Office of Research & Development

GEOGRAPHIC LOCATION: 1 vacancy in Morgantown, WV
or Pittsburgh, PA

WHO MAY APPLY:

☒ Open to Everyone

☐ Open to Federal Employees

ABOUT DOE: The Department of Energy's (DOE's) mission is to enhance national security, a responsibility shared by four principle program lines – National Defense, Energy, Science, and Environment. Operating nuclear production facilities, science laboratories, power marketing administrations, and environmental clean-up sites in 35 states, DOE is responsible for many key accomplishments in fields that include development of alternative fuel vehicles, biological and environmental research, energy efficiency, clean power and industrial technologies, medical technologies, genetics research, and computers and microelectronics. DOE is a major sponsor of research and development, and has won more research and development (R&D) awards than any private sector organization and twice as many as all other Federal agencies combined. To learn more about DOE, its Office of Fossil Energy, and the National Energy Technology Laboratory (NETL), please visit the Department's website at: <http://www.energy.gov>.

As part of DOE, NETL offers excellent benefits including comprehensive health and life insurance plans; a Thrift Savings Program (401k equivalent) for which the agency matches employees' contributions up to 5 percent; annual and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits; flexiplace and alternative work schedules; childcare, fitness and health facilities; and coverage under the Federal Employees Retirement System.

DUTIES: The Director, Office of Research and Development (ORD) is responsible for planning, managing, and overseeing all R&D projects conducted on-site at NETL. These R&D projects are performed by Federal employees, on-site contractors, and research associates associated with a number of arrangements with university and other groups such as the National Academy of Sciences. NETL's on-site R&D is currently concentrated in four key "Focus Areas", each representing different, but not necessarily unrelated, scientific and engineering disciplines. Each of the focus areas are led by a nationally-recognized scientific authority and leader who helps formulate and guide the pace, direction, and emphasis of the R&D. The four focus areas that are being pursued within ORD are: Computational and Basic Sciences, Energy Systems Dynamics, Geological and Environmental Sciences, and Materials Science; each of which is described within NETL's website at: <http://www.netl.doe.gov>. Focus Area Leaders are primarily responsible for conceiving, planning, and directing R&D and report directly to the Director of ORD.

The Director, ORD also serves as an Associate Director (AD) of NETL, and participates as a member of NETL's Executive Board (EB). The EB includes NETL's Director, Deputy Director, five other ADs (who are also Directors of NETL's line organizations), and NETL's Chief Counsel. The EB functions as NETL's internal "board of directors" and provides/receives guidance to/from NETL's Director on institutional, programmatic, or other significant issues that relate to NETL functions and operations.

The Office of Research and Development's primary responsibility is to conduct high-quality, cutting-edge R&D that will help foster more efficient, effective, environmentally acceptable, and cost-effective approaches for producing and using fossil energy fuels, primarily, coal, oil, and natural gas. Specifically, ORD serves as a corporate R&D function for DOE's Office of Fossil Energy (FE) by: conducting long-range exploratory research; developing enabling science for energy technologies; initiating and developing new R&D concepts and approaches; supporting program, product, and new business development; initiating and conducting cooperative R&D with external partners; and providing unbiased technical evaluations of technologies germane to fossil energy systems.

In addition to planning, managing, and implementing R&D projects, ORD is also responsible for supporting FE's energy mission and programs by developing and verifying novel concepts that could lead to new technologies; participating in crosscutting technical teams assembled to evaluate new research thrusts; developing and maintaining the core competencies of its own staff through programs designed to enhance the skills of personnel involved in FE-related R&D; designing, constructing, operating, and maintaining NETL's laboratories and other R&D facilities in a safe and environmentally compliant manner; overseeing the support service contractor efforts directed to support NETL's on-site research; coordinating activities of research associates and visiting scientists using on-site R&D facilities; actively

seeking external partners for Cooperative Research and Development Agreement (CRADA) activities involving on-site facilities and/or research staff; and developing cooperative research opportunities with universities, other DOE laboratories, and other federal laboratories and offices. ORD also implements and assures compliance with legislation and regulations pertaining to partnership development, technology transfer, and export compliance.

QUALIFICATION REQUIREMENTS: The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service prior to appointment. To be considered for this position, applicants must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed below. Current/Former SES Career Appointees and SES Candidate Development graduates (with OPM QRB certification) do not need to readdress their ECQs; however, all other applicants must address the ECQs to be eligible for consideration. Your ECQ statement cannot exceed 10 pages and must focus on accomplishments which support possession of each of the five ECQs. We strongly encourage you to look at the ECQ definitions and samples of ECQ statements available on OPM's website at: <http://www.opm.gov/ses/ecq.html>.

ECQ's

(1) Leading Change; (2) Leading People; (3) Results Driven; (4) Business Acumen; (5) Building Coalitions/Communication

In addition to the above ECQs, qualified applicants will possess the following technical qualifications which represent the experience required to perform the duties of this position. Possession of these technical qualifications must be clearly documented in your application package and must be addressed separately:

1. Professional knowledge of the principles and practices of engineering and scientific disciplines related to fossil energy research with an emphasis on emerging science and technology of importance to DOE's national mission.
2. Demonstrated ability to both lead and manage the initiation, formulation, and execution of applied research and engineering applications needed for successful and effective operations of a research laboratory.
3. Knowledge of and ability to transfer technology, including experience in the formulation and execution of cooperative R&D and licensing agreements and other collaborative relationships with industrial, university, and other private and public sector laboratories.

HOW TO APPLY: TO BE CONSIDERED FOR THIS POSITION, YOU MAY MAIL (express mail is recommended) AN ORIGINAL AND 2 STAPLED COPIES of your application package, including your resume in any written format of your choice, ECQ statement and technical qualifications to the address listed below. Include in your resume: Full Name; Address; Home and Work Phone Numbers; E-mail Address; Social Security Number; Country of Citizenship; Education & Work Experience; Salary History; and Proof of SES Reinstatement Eligibility, if applicable. Please do not place application materials inside report covers or folders, or submit documents not specifically requested, as they will not be used in the evaluation process. Faxed or emailed applications cannot be accepted. Mail applications to:

**U.S. Department of Energy-NETL, ATTN: Human Resources Division, MS-O02
3610 Collins Ferry Road; P. O. Box 880, Morgantown, West Virginia 26507-0880**

Applications must be received by the Human Resources Division on or before the closing date. Late applications will not be considered.

ADDITIONAL INFORMATION

The Government is entitled to ownership of any invention directly related to a Government employee's official duties. In return, when such an invention is patented by the Government and then licensed to a private sector entity, NETL is required by law to share a portion of any royalties or other payments received under the license with the Government employee inventor. An inventor may receive up to \$150,000 per year under this provision. The annual limit is cumulative for all inventions rather than per invention.

Per Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

Veteran's preference does not apply to the Senior Executive Service.

New SES members are required to serve a one-year probationary period.

All positions are subject to the Department of Energy's Drug Free Workplace Program.

Some positions will require successful completion of a background investigation for a security clearance as a condition of employment.

Travel and/or Relocation expenses may be paid in accordance with Department of Energy policy and Federal Regulations.

This position is not included in the bargaining unit.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from other applicants who may have the same name.

For further information regarding this employment opportunity, please contact Scott Sigley at (304) 285-4470 or Gregory.Sigley@netl.doe.gov.

The Department of Energy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership, or other non-qualifying physical or mental handicaps. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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